

D-N Parent Counsel Monthly Report Instructions

Forms & Submission: The report now only comes with two blocks per page. You must complete one block per case. You may complete the by hand, or electronically. If you choose to scan and email them, please email your invoice as one attachment and ALL your reports as one separate attachment. On the report form, you should complete a block for each case you worked on for the month you are reporting. If you represent two parents on one case, that counts as one case and you only need to complete one block for that case. If you have cases **that you did not work on at all for the reporting month**, you can submit a list of those cases separately, including case name and number for each case with a statement at the top of the page that says "For the below listed cases, I maintained a file, but completed no work on the file for the reporting month." Keep in mind that if you had a phone call, email, or any other work on the case, it counts and should be reported in a block. If you prefer to complete a block for every case whether you worked on it or not, you may do so and enter "0" in the last block for total hours. It is your choice.

Client Name & Case #: At the bottom of each block there is a place to enter the client's name and the case number. To the right of the case number line there is a field that says "If Conflict Case, Jud. Dist.____ County/Div.____." **IF THE CASE IS A CONFLICT CASE, COMPLETE THESE FIELDS. IF NOT, LEAVE IT BLANK.** By "conflict case," this only means legal conflicts. If it is a case where you stood in for someone due to vacation, scheduling, etc., please see section below entitled "Vacation/Emergencies."

Relationship to Child(ren) and TPR Hearings: Underneath the client case name, there is a place to mark an "X" by what your client's relationship to the child is. For purposes of your AOC contract, you may ONLY represent clients who are the legal parent or custodian **FROM WHOM CUSTODY WAS REMOVED**. If you choose to represent a non-custodial father, or other parent or person who did not have custody at the time of removal, **DO NOT REPORT THESE CASES** in your case totals and do not report them using these reports. The exception to this rule is TPR hearings. Underneath the "Relationship to Child" field, there is information needed only for TPR hearings. Please complete this information for EVERY TPR hearing in which you represent a client. You should indicate whether you represented a legal mother or legal father by placing an "X" in the appropriate box. If you instead represented a putative parent at TPR, please indicate by marking an "X" in the "Yes" field. If yes, then indicate whether the court made the necessary findings under the revised Right to Counsel statute in 9-27-316(h)(3).

Hearing Dates: This is the first box on the left of the block for each case. Enter the dates you had hearings. You may enter the dates in Month/Day format: "05/16" or "May 16th." If you attended more than one hearing on that case that month, list both dates "05/16" and "05/25."

Type(s) of Hearing(s): Check the box next to the type of hearing attended during the month: PC=Probable Cause; A/D= Adjudication and Disposition; R=Review; NR=No Reunification; PP=Permanency Planning; TPR=Termination of Parental Rights; C=Contempt; IND=Indigency. If you have another type of hearing not listed, check "Other" and list the type of hearing, e.g., "Visitation," "Placement," "Services," etc.

*An attorney shall attend all dependency-neglect court hearings until the case is closed or his or her client's parental rights have been terminated. **Supreme Court Administrative Order No. 15, Section 3.b.***

*An attorney shall diligently and zealously protect and advance the client's interests, rights and goals at all case staffings and in all court proceedings. **Supreme Court Administrative Order No. 15, Section 3.c.***

Meeting Dates: Enter the dates you had meetings, typically a staffing or mediation. You may enter the dates in Month/Day format: "05/16" or "May 16th." If you attended more than one meeting on that case that month, list both dates "05/16" and "05/25."

Meeting Type(s): This is intended mainly for Staffing or Mediation, so select the appropriate box. If it is another type of meeting, select “Other” and describe the meeting type. An example of an “Other” would be an attorneys only consultation meeting. You could call it “atty consult.”

Contact with Client: The next two boxes are for client contact. Contacts with clients are monitored closely, so please complete this information diligently and accurately. In the box labeled “# Pers Visits,” list the number of times you saw your person in client. You can list an actual number “1,” “2,” etc. Under “Visit Location” please check where you saw your client. The choices are Office, DHS, Shelter, Rehab, Jail, Facility, and Other. If you had a meeting with your client at the courthouse, check “Other” and list “Court.” Please note that you should make every effort to meet with your client on a day and time other than the hearing day at the courthouse immediately before the hearing. We understand that sometimes your client is difficult to reach and this may be your only face to face time to see the client, but you should make every effort to have contact with the client outside of court via phone, meeting, email, etc. Under “Other Contact With Client,” check all the applicable boxes. The choices are Mail, Phone, Text, Email, and Other.

*An attorney shall make earnest efforts to attend all case staffings and court-ordered mediation conferences and to meet with his or her client prior to every hearing. **Supreme Court Administrative Order No. 15, Section 3.b.***

*An attorney shall diligently and zealously protect and advance the client's interests, rights and goals at all case staffings and in all court proceedings. **Supreme Court Administrative Order No. 15, Section 3.c.***

*An attorney shall advise and explain to the client each stage of the court proceedings and the likelihood of achieving the client's goals. An attorney, where appropriate, shall identify alternatives for the client to consider, and explain the risks, if any, inherent in the client's position. **Supreme Court Administrative Order No. 15, Section 3.d***

Contact with Others: Please check the box beside every contact you had. The choices are: OCC – Office of Chief Counsel; AAL – Attorney ad Litem; PC – Parent Counsel; DHS – Department employees, caseworker, aide, etc.; CASA – Court Appointed Special Advocate; Therapist, Doctor, Other. “Other” could be AA sponsor, preacher, etc.

Monitor Case: Check all activities you engaged in and/or items you reviewed to monitor each case during the month. The choices are Case Plan, Court Orders, Court Report, CASA Report, Other Reports (Psych Eval, etc.), Medical Records, Research, Emails, Letters/Documents, Photos, Other.

*An attorney shall monitor implementation of case plans and court orders to further the client's goals. **Supreme Court Administrative Order No. 15, Section 3.g.***

*An attorney shall review the progress of the client's case and shall advocate for timely hearings when necessary to further the client's goals. **Supreme Court Administrative Order No. 15, Section 3.i.***

Case/Trial Preparation: Check all activities for case and/or trial preparation for each case during the month. The choices are: Petition Reviewed, Records Reviewed, Interviews, Case File Reviewed, Case Plan Reviewed, Court Orders Reviewed, Prepared Exhibits, Prepared Witnesses, Filed Motions, Answered Motions, Discovery; Interrogatories, Subpoenas, Prepared Agreed Order, Other, Met with Client in Person, and Other Contact with Client.

An attorney shall conduct a review of all relevant documents and records including but not limited to: police reports, DCFS records, medical records, and court records. An attorney shall interview all

*people having relevant knowledge to assist in representation, including but not limited to the investigator, OCC attorney or DCFS case worker, and service providers. **Supreme Court Administrative Order No. 15, Section 3.a.***

*An attorney shall advise and explain to the client each stage of the court proceedings and the likelihood of achieving the client's goals. An attorney, where appropriate, shall identify alternatives for the client to consider, including the client's rights regarding any possible appeal, and explain the risks, if any, inherent in the client's position. **Supreme Court Administrative Order No. 15, Section 3.d.***

*An attorney shall appear at all hearings and present all evidence and develop all issues to zealously advocate for his or her client and to further the client's goals. **Supreme Court Administrative Order No. 15, Section 3.e.***

*An attorney shall file appropriate pleadings to further the client's goals. **Supreme Court Administrative Order No. 15, Section 3.h.***

*An attorney shall request orders that are clear, specific, and, where appropriate, include a time line for assessment, services, placement, and treatment. **Supreme Court Administrative Order No. 15, Section 3.j.***

Case Closure Disposition: **ONLY** complete this section if your case closed during the reporting month. Check the applicable option. Options are Reun – Reunification; TPR – Termination of Parental Rights; Guardianship – Guardianship; Age Out – Client Aged Out; APPLA – Another Planned Permanent Living Arrangement; Other.

Appeals: Complete only if you filed a notice of appeal on a case this month and check the type order that was appealed. The choices are A/D - Adjudication/Disposition; R – Review; PP – Permanency Planning; TPR – Termination of Parental Rights; RTC – Right to Counsel; Other.

*An attorney, where appropriate, shall identify alternatives for the client to consider, including the client's rights regarding any possible appeal, and explain the risks, if any, inherent in the client's position. **Supreme Court Administrative Order No. 15, Section 3.d.***

Hours: On your INVOICE, there is a blank to indicate your total hours worked on your contract cases for the previous month, including time spent waiting for court. There is no need to separate out in court/out of court time on your invoice. “Total hours” also includes time spent on conflict cases (if applicable to you) and conflict hours do not need to be counted separately. For total hours, I need one round number. You can round up. So if you spent 35.76 hours on all your cases, including court wait time and conflict cases, you simply need to indicate “36” in the blank for Total Hours. On the reports, indicate the number of hours you worked on each case in court and out of court for the reporting month. Please report using .25 per hour minimum (15 minute increments). Do not include time waiting for court if not working on a case on your reporting sheets, but DO report it in your calculation of total hours on all cases for the month as mentioned above.

Vacation/Emergencies: In the event that you cover a case for someone due to the person’s illness or vacation, you do NOT need to report it on your reports. The person for whom you are covering should list the date of hearing and type of hearing and should make a notation on the report that the case was covered by another qualified parent counsel, e.g. “Covered by Carrie Counsel.”